



WESTERN COVENTRY FIRE DISTRICT

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**Standard Administrative Procedure (SAP) Committee Meeting
Thursday, 3 May, 2012, 7:00 p.m.**

AGENDA*

1. Call to order, attendance, confirmation of posting and quorum.
2. Acceptance of minutes of 12 April, 2012 meeting* (Note: Meeting was originally scheduled for 11 April and then changed to 12 April.)
3. Review SAP 1110.01 Hiring Policy and Procedure as it relates to BOD wishes to continue efforts to establish a permanent chief's position.*
4. Update status of FLSA compliance effort and possible need for a SAP.*
5. Review and possibly accept revisions to SAP 1211.20 Duties of the Board of Directors as it and the By-Laws relate to director resignation for absenteeism.*
6. Develop plan to update SAPs for duties of captains and lieutenants (SAP 1211.03, .04, .05, .06, .07, and .08.)* (Chief)
7. Continue discussion to developing procedures for auditing practices (RH).
8. Discuss further efforts to enhance department membership requirements/qualifications. (Skip/Chief)
9. Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS. (JH)
10. Discuss further efforts to establish a HIPPA SAP. (Chief)
11. Develop computer use SAP. (Robert Hevey to assist.)
12. Education reimbursement SAP. (JH)
13. Inventory control SAP. (Capt. Guastini/JH)
14. Discuss possible need for SAP that defines membership benefits.
15. SAP for tracking earned and accrued vacation and compensation time. (Capt. Guastini/JH)
16. Any other SAP that the committee deems as being necessary or has been requested by the Board of Directors, District and/or Department officers.
17. Open Forum
18. Schedule next meeting.
19. Adjournment

*Voting by the committee on SAP matters may take place. When ever practical and at the discretion of the chair, the meeting or any part there of may be conducted in an open forum.

WCFD SAP Committee Members

John Humble (C), Richard Holt, Skip Mays, Chief Donald Hall